Solicitation

Attachments

Proposal Cover Sheet

Solicitation

Number: **DTFH61-98-R-00062**

Title: **"Turner-Fairbank Highway Research Center - Facility Maintenance Services"**

Closing Date: ______________ **Negotiator:** **Rick Murray**

Offeror

Name: ______________

Address:

U.S. Postal Address:	Federal Express Address:

Point(s) of Contact

	Primary	**Alternate**
Name:		
Title:		
Telephone #:		
Facsimile #:		
E-mail:		

Statement

Include a statement in accordance with FAR 52.215-1:

Authorized Negotiator(s)

Name & Title	**Telephone #**	**Facsimile #**	**E-mail Address:**

Proposal Signature

Name & title of person authorized to sign the proposal.	Signature	Date

The Proposed Team Summary:

Input the below information for the prime Contractor and each subcontractor or consultant:

Check the appropriate box(es):

Name, Address, Point of Contact & Phone Number	DUNS #[1]	Cost/Price[2]	Profit/Fee[2]	Total[2]	Contract Type[3]	Business Size[4] / Type Representation: Size		Types			Minority Institutions[3]		
						LB	SB	SDB	8(a)	WO	HBCU	HSI	AIIHI
	Subtotals:												
	TOTAL:												

[1] Dun & Bradstreet's Data Universal Numbering System (DUNS)
[2] Includes base period and all options (if any). Include Cost/Price and Profit/Fee breakdown for subcontractors/consultants if known.
[3] Contract Type: (FFP / FPI / CPFF / CPIF / CPAF / IDIQ / OTHER)
[4] Business Representation in accordance with RFP Section K, FAR 52.219-1, SIC Size Standard

Legend:	**Size**		**Types**		**Minority Institutions**	
	LB	Large Business	WO	Woman-Owned Business Concern	HBCU	Historically Black Colleges and Universities
	SB	Small Business	SDB	Small Disadvantaged Business Concern	HSI	Hispanic Serving Institutions
			8(a)	Small Business Administration 8(a) Program	AIIHL	American Indian Institutions of Higher Learning

CONTRACT PRICING SUMMARY (For New Contracts Including Letter Contracts) (See Instructions on Reverse) This form is for use in support of Standard Form 1411 prescribed by GSA, FAR (48 CFR) 53.215-2(c), Format 7A	PAGE OF PAGES OMB Control No. 2105-0517 Expiration Date: 5/31/00

This collection of information is mandatory and will be used to fulfill the requirements of the Transportation Acquisition Regulation (TAR). Public reporting burden is estimated to average 5 hours per response, including the time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition and Regulatory Policy, GSA, Washington, D.C. 20405; and to the Office of Management and Budget,, Information and Regulatory Offices, 725 17th Street, NW, Washington, DC 20503. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 2105-0517.

NAME OF OFFEROR	SUPPLIES AND/OR SERVICES TO BE FURNISHED
HOME OFFICE ADDRESS	**Turner-Fairbank Highway Research Center (TFHRC)** **Facility Maintenance Services**
DIVISION(S) AND LOCATIONS(S) WHERE WORK IS TO BE PERFORMED	GOV'T SOLICITATION NO. **DTFH61-98-00062**

.DETAIL DESCRIPTION OF COST ELEMENTS

			EST COST ($)	TOTAL EST COST	REFERENCE
1. DIRECT MATERIAL			EST COST ($)	TOTAL EST COST	REFERENCE
A. PURCHASED PARTS					
B. SUBCONTRACTED ITEMS					
C. OTHER -- (1) RAW MATERIAL					
(2) STANDARD COMMERCIAL ITEMS					
TOTAL DIRECT MATERIAL					
2. MATERIAL OVERHEAD (RATE ___ % x $_____ BASE)=					
3. DIRECT LABOR	ESTIMATED HOURS	RATE/ HOUR	EST COST ($)		
TOTAL DIRECT LABOR					
4. LABOR OVERHEAD	O.H. RATE	x BASE =	EST COST ($)		
TOTAL LABOR OVERHEAD					
5. OTHER DIRECT COSTS			EST COST ($)		
A. SPECIAL TOOLING/EQUIPMENT					
TOTAL SPECIAL TOOLING\EQUIPMENT					
B. TRAVEL			EST COST ($)		
(1) TRANSPORTATION					
(2) PER DIEM OR SUBSISTENCE					
TOTAL TRAVEL					
C. INDIVIDUAL CONSULTANT SERVICES			EST COST ($)		
TOTAL INDIVIDUAL CONSULTANT SERVICES					
D. OTHER			EST COST ($)		
TOTAL OTHER					
SUBTOTAL DIRECT COST AND OVERHEAD					
6. GENERAL AND ADMINISTRATIVE (G&A) EXPENSE (RATE ___ % x $_____ BASE (I.E., COST ELEMENT NOS. _____))=					
7. ROYALTIES					
8. *SUBTOTAL ESTIMATED COST*					
9. CONTRACT FACILITIES CAPITAL AND COST OF MONEY					
10. *SUBTOTAL ESTIMATED COST*					
11. FEE OR PROFIT					
12. ***TOTAL ESTIMATED COST AND FEE OR PROFIT***					

INSTRUCTIONS FOR COMPLETING CONTRACT PRICING SUMMARY

Offerors are instructed to prepare their cost proposals in sufficient detail to permit thorough and complete evaluation by the Government. A separate DOT F 4220.44 is required for the basic and each option period (if applicable). The supporting data for the DOT F 4220.44 shall be as follows. (NOTE: The DOT F 4220.44 shall be used to implement the requirements of the SF 1411 and does not relieve offerors from complying with FAR 15.804-6 requirements.)

(a) The basis for all proposed rates (including a copy of the indirect cost pool and a computational trail used to arrive at the proposed rate shall be clearly identified when the proposed rates are not approved by a Government audit agency for use in proposals; or approved by the Government audit agency, but the approval is 12 months or more old. State rather an approved (within 12 months) Government audit agency rate was used.

(b) The information below clarifies FAR 15.804-6 requirements for specific cost elements. The cost elements listed below shall be supported, as a minimum, with the following:

1. **DIRECT MATERIAL**.
   - **A. Purchased Parts**: Provide a consolidated priced summary of individual material quantities included in the various tasks, orders, or contract line items being proposed and the basis for pricing (vendor quotes, invoices prices, etc.). Give details on an attached schedule.
   - **B. Subcontracted Items**: Show the total cost of subcontract effort and provide a separate SF 1411 and supporting DOT F 4220.44 for each subcontractor or written quotations from the prospective subcontractor in accordance with FAR 15.806-2.
   - **C. Other**.
     - **(1) Raw Material**: Consists of material in a form or state that requires further processing. Provide priced quantities of items required for the proposal. Show total cost and give details on an attached schedule.
     - **(2) Standard Commercial Items**: Consists of items that the offeror normally fabricates, in whole or in part, and that are generally stocked in inventory. Provide an appropriate explanation of the basis for pricing. If price is based on cost, provide a cost breakdown; if priced at other than cost, provide justification for exemption from submission of cost or pricing data, as required by FAR 15.804-3(e). Show total cost and give details on an attached schedule.

2. **MATERIAL OVERHEAD**. Show cost here only if your accounting system provides for such cost segregation and only if this cost is not computed as part of labor overhead (item 4) or General and Administrative (G&A) (item 6).

3. **DIRECT LABOR**. Show the hourly rate and the total hours for each individual (if known) and discipline of direct labor proposed. Indicate whether actual rates or escalated rates are used. If escalation is included, state the degree (percent) and rationale used.

4. **LABOR OVERHEAD**. See paragraph (a) above.

5. **OTHER DIRECT COSTS**.
   - **A. Special Tooling/Equipment**. Identify and support specific equipment and unit prices. Use a separate schedule if necessary.
   - **B. Travel**. Identify and support each trip proposed and the persons (or disciplines) designated to make each trip. Identify and support transportation and per diem rates.
   - **C. Individual Consultant Services**. Identify and support the proposed contemplated consultants. State the amount of service estimated to be required and the consultant's quoted daily or hourly rate.
   - **D. Other Costs**. List all other direct charge costs not otherwise included in the categories described above (e.g., services of specialized trades, computer services, preservation, packaging and packing, leasing of equipment) and provide bases for pricing.

6. **GENERAL AND ADMINISTRATIVE EXPENSE**. See paragraph (a) above and base approved by a Government audit agency for use in proposals.

7. **ROYALTIES**. If more than $250, provide the following information on a separate page for each separate royalty or license fee; name and address of licensor; date of license agreement; patent numbers, patent application serial numbers, or other basis on which the royalty is payable; brief description (including any part of model numbers of each contract item or component on which the royalty is payable); percentage or dollar rate of royalty per unit; unit price of contract item; number of units; and total dollar amount of royalties. In addition, if specifically requested by the Contracting Officer, provide a copy of the current license agreement and identification of applicable claims of specific patents. (See FAR 27.204 and 31.205-37)

8. **SUBTOTAL ESTIMATED COST**. Enter the total of all direct and indirect costs excluding Contract Facilities Capital and Cost of Money and Fee or Profit.

9. **CONTRACT FACILITIES CAPITAL AND COST OF MONEY**. Show total cost on line 9 and attach supporting calculations on the CASB-CMF forms. (See FAR 31.205-10).

10. **SUBTOTAL ESTIMATED COST**. Enter the total of all proposed costs excluding Fee or Profit and insert this amount in Section 6.A. of SF 1411.

11. **FEE OR PROFIT**. Enter this proposed Fee or Profit and insert this amount in Section 6.B. of SF 1411.

12. **TOTAL ESTIMATED COST AND FEE OR PROFIT**. Enter the total estimated cost including Fee or Profit.

(c) Under the column entitled, "Reference," identify the attachment where information supporting the specific cost element may be found.

Approved by OMB
0348-0046

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action:
☐ a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Action:
☐ a. bid /offer/application
b. initial award
c. post award

3. Report Type:
☐ a. initial filing
b. material change
For Material Change Only:
year _______ quarter ________
date of last report____________

4. Name and Address of Reporting Entry:
☐ Prime ☐ Subawardee Tier ________, *if known*:

Congressional District, *if known*:

5. If Reporting Entry in No. 4 is Subawardee, Enter Name and Address of Prime:

Congressional District, *if known*:

6. Federal Department/Agency:

7. Federal Program Name/Description:

CFDA Number, *if applicable*: ____________________

8. Federal Action Number, if known:

9. Award Amount, if known:

$

10. a. Name and Address of Lobbying Entity *(if individual, last name, first name, MI)*:

b. Individuals Performing Services *(including address if different from No. 10a)(last name, first name, MI)*:

(attach Continuation Sheet(s) SF-LLL-A, if necessary)

11. Amount of Payment *(check all that apply)*:
$_________________ ☐ actual ☐ planned

12. Form of Payment (check all that apply):
☐ a. cash
☐ b. in-kind;specify: nature:
value: $

13. Type of Payment *(check all that apply)*:
☐ a. retainer
☐ b. one-time fee
☐ c. commission
☐ d. contingent fee
☐ e. deferred
☐ f. other; specify:

14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s) or Member(s) contacted, for Payment Indicate in Item 11:

(attach Continuation Sheet(s) SF-LLL-A, if necessary)

15. Continuation Sheet(s) SF-LLL-A attached: ☐ Yes ☐ No

16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: ____________________
Print Name: ____________________
Title: ____________________
Telephone No.: ______________ **Date:** __________

Federal Use Only:

Authorized for Local Reproduction
Standard Form-LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks “Subawardee” then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., “RFP-DE-90-001.”

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in items 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxed that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.

12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.

13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.

14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.

15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.

16. The certifying official that sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

Reporting Entity: ______________________ Page ______ of ______

Authorized for Local Reproduction
Standard Form - LLL-A

Optional Form 17:

FAR (48) CFR 53.214(g))
FAR (48) CFR 53.215-1(h))

OF-17 (12/93)
Offer Label

NOTICE TO OFFEROR

1. THIS LABEL MAY ONLY BE USED ON ENVELOPES LARGER THAN 156 mm (6 1/8 INCHES) IN HEIGHT AND 292 mm (11 1/2 INCHES) IN LENGTH.
2. Print or type your name and address in the UPPER left corner of the envelope containing your offer.
3. Complete the bottom portion of this form and paste it on the LOWER left corner of the envelope, unless the envelope is 156 mm by 292 mm (6 1/8 inches by 11 1/2 inches) or smaller.

OFFER

SOLICITATION NO.	
DATE FOR RECEIPT OF OFFERS	
TIME FOR RECEIPT OF OFFERS AM	PM
OFFICE DESIGNATED TO RECEIVE OFFERS	

☆ GPO:1994-367-191

Optional Form 17

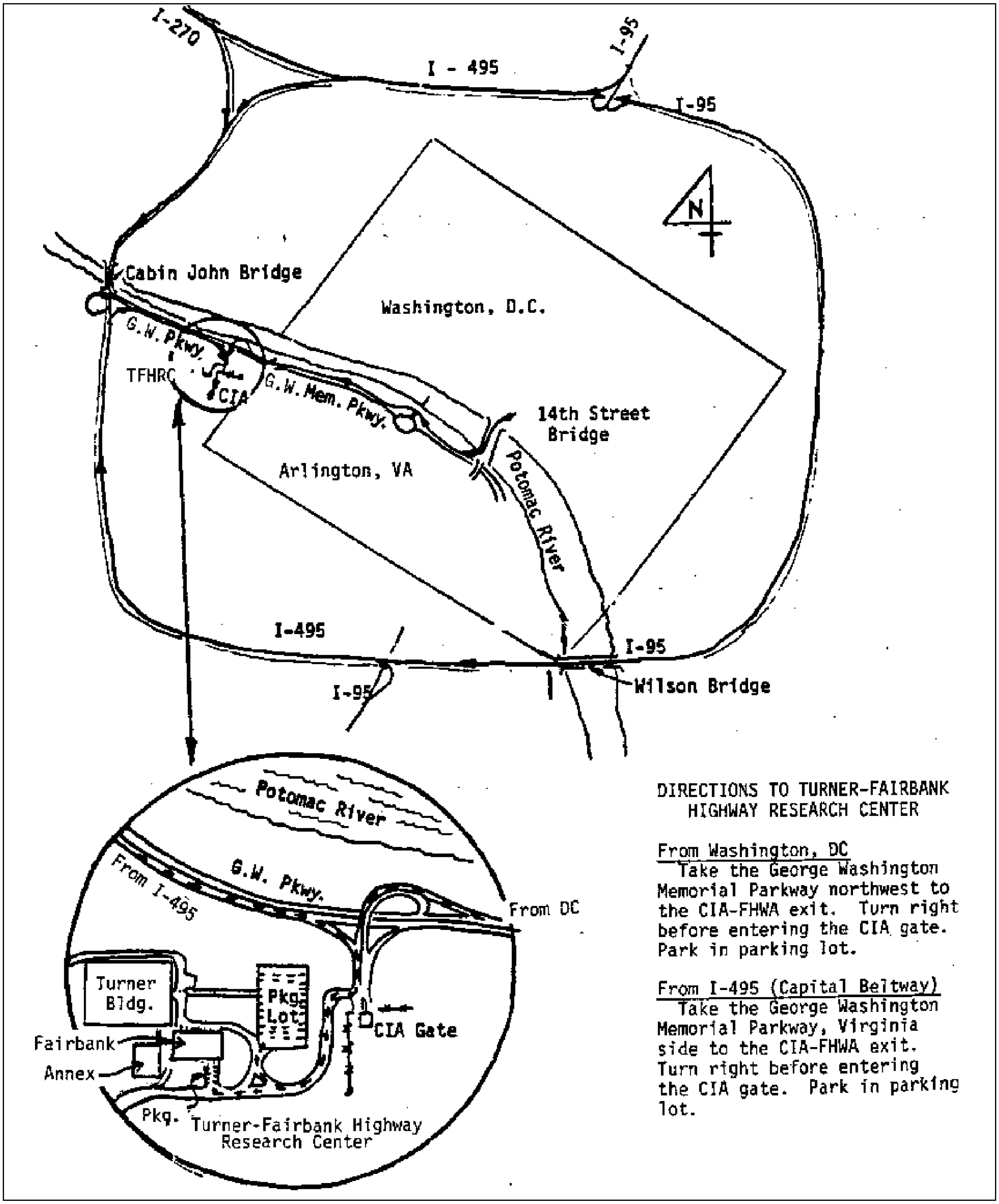
Past Performance Reference Matrix

In the first column, list your relevant references including the Reference's Name, Address, Point of Contact, current Phone Number, Contract being referenced. The other columns represent the various Task and Subtask Areas. In columns 2 on, indicate for a specific Task or Subtask Area, experience as a prime Contractor with a "P", or experience as a subcontractor with a "S" (a numeral may be used to indicate the tier level - first tier sub, second tier sub).

	Statement of Work - Task & Subtask Areas									
Reference	**A1**	**A2**	**A3**	**A4**	**B1**	**B2**	**B3**	**B4**	**C1**	**...**
Reference #1 ABC Example Corporation 123 Main Street, Suite 1 Anywhere, MD 12345 POC: Iva Clue (123) 456-7890 Contract 95-234b	P			P	P	P				
Reference #2 Name Address Point of Contact Telephone Number Contract Number		S1	S1							
...										

Attach supplemental information to include the information requested by the RFP in Section L, Item L, Past Performance References.

Directions to the Turner-Fairbank Highway Research Center:



DIRECTIONS TO TURNER-FAIRBANK HIGHWAY RESEARCH CENTER

From Washington, DC
Take the George Washington Memorial Parkway northwest to the CIA-FHWA exit. Turn right before entering the CIA gate. Park in parking lot.

From I-495 (Capital Beltway)
Take the George Washington Memorial Parkway, Virginia side to the CIA-FHWA exit. Turn right before entering the CIA gate. Park in parking lot.

Directions to Turner-Fairbank Highway Research Center (TFHRC)

Library/Reading Material Index

Tab	Item
1.	RFP DTFH61-98-R-00062
2.	Redacted copy of DTFH61-93-C-00001
3.	Sample Security Forms
4.	[Reserved]
5.	[Reserved]

Background Information

This information is provided as a public service to answer the most commonly asked questions about a solicitation. **This information should not be used by Offerors as a basis for preparing their proposal.** This RFP is for a performance based contract which is radically different in concept and operation than the current contract.

This solicitation is for a follow-on contract to a current contract. An award notice in the Commerce Business Daily on March 4, 1993 provided the following information for the current contract:

Contract Number:	**DTFH61-93-C-00001**
Date of Award:	**February 26, 1993**
Award Amount:	**$5,266,501**
Awardee:	**Raven Services Corporation 6204-B Old Franconia Road Alexandria, VA 22310**

The period of performance was 12 months with four 12-month options. The contract is being extended through June 30, 1998.

The current contract is a Time and Materials type of contract.

The current contract's value as of March 31, 1998 is $5,865,639.

The current Department of Labor Wage Determination is 94-2104, Rev. 10, dated 07/01/1997, is included in this solicitation package as Attachment #8.

No other information about the current contract is available.

REMINDER*: *This is a performance based service contract solicitation. As such, each Offeror is to carefully study the Performance Work Statements in Section C and in Attachments #1~#5 and develop their staffing plan based on their approach to satisfying the FHWA's requirements, which may or may not be significantly different than the staffing levels in the current contract which is not a performance based service contract.